

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children and Families	9. Position Number K0151004	10. Budget Program Number 23611
2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Accountant II	
3. Division Kansas City Region	12. Proposed Class Title	
4. Section Operations	13. Allocation	
5. Unit Business Management Support (BMS)	14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City County	15. By Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %	16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM AM/PM To: 5:00 PM AM/PM	17. Position Reviews Date: By:	

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position exists to Supervise the Business Management Support Unit and to oversee the entire KC Region DCF Budget. It includes assurance of appropriate and accurate functioning of critical operations which support the work of the Kansas City Region including Fiscal, Purchasing, Audits and Risk Management. All regional fiscal policies and processes are developed and monitored by this position.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Aletha Rogers

Title: Asst. Regional Director Operations

Position Number: K0214663

Who evaluates the work of an incumbent in this position?

Name: Aletha Rogers

Title: Asst. Regional Director Operations

Position Number: K0214663

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

This position functions with considerable latitude to develop procedures and practices and to establish processes to achieve the necessary tasks. Instruction is given in general terms and is guided by policy, procedure manuals, consultation with Executive Team, Central Office and supervisory conferences. The incumbent is expected to be knowledgeable and skilled in administrative matters and able to carry out responsibilities with minimal instruction and guidance.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(X) Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E O R M	
1)	40%	E	<p><u>Budget and Fiscal Operations</u> –Prepares, manages and monitors the Regions annual Salary and Other Operating Expenditure (OOE) Budget. Assures budget is accurate, supports the work and mission of the region, and that adequate resources are available throughout the fiscal year. Oversees all fiscal functions such as Accounts Payable, Travel, Fee Fund and Imprest Fund.</p>
2)	25%	E	<p><u>Accounting/Purchasing System Transaction Approval</u> – Reviews and provides final approval for all of the Region’s purchase requisitions, vendor payments, and travel and expense reports in the SMART system. Directs and supervises the payment process for EES and PPS providers. Assures accurate coding and entry; trouble shoots problem transactions or reports for entry error or system issues. Works with the DCF SMART HelpDesk and other Central Office staff to address and resolve problems, as necessary, and to assure regional services and operations are in place and working properly.</p>
3)	20%	E	<p><u>Procurement and Purchasing</u> – Oversees regional purchasing system and processes. May supervise staff who handles procurement, purchasing and inventory for KC Region. Assures budget allocations for such are managed accurately. Reviews projections and distribution plans with Central Office DCf and carries out DCF fiscal plans to assure the region is adequately supplied for the fiscal year to carry out the mission and services of the agency.</p>
4)	10%	E	<p><u>Audits</u> – Represents KC Region as the point of contact for DCF Audits. Works closely with Central Office DCF Fiscal staff to prepare for audit activity and assures proper files, information, and work space is available for audits. Coordinates with the Director of Operations when response or corrective action is necessary as the result of an audit. Oversees the tracking of corrective action plans when in place.</p>
5)	5%	E	<p><u>Risk Management</u> – Coordinates with Central Office and KC Region Legal to assess potential risks to the Region. Recommends appropriate course of action to Director of Operations or other appropriate Executive Team member, when necessary.</p>

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

There would be a major breakdown in functions and procedures which support the mission and services of the agency. Customers could be denied essential services if staff are not able to access the information and resources necessary to provide those services.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

() Lead worker assigns, trains, schedules, oversees, or reviews work of others.

(X) Plans, staffs, evaluates, and directs work of employees of a work unit.

() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

This position has frequent contact with DCF Central Office staff, landlords, vendors, regional employees, customers and the general public. Contacts are made to implement, manage and coordinate regional functions.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Work environment is a normal office setting where there is a comfortable level of ventilation, temperature and lighting.

Position requires a considerable amount of time spent at a computer and a monitor screen which could cause back, neck, wrist and eye injury.

Travel throughout the region increases the risk of injury in vehicle accidents.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

PC---Daily

Telephone---Daily

Calculator---Daily

Shredder - Daily

Copier, Scanner and FAX---Daily

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Two years' experience in professional accounting/auditing work. Experience may be substituted for Education -Accounting/Business degree.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Extensive experience in use of Microsoft products including Excel and Access. Strong background in accounting practices and auditing techniques. Experience using SMART software, or at least Oracle products, is preferred. Past fiscal accounting experience with a governmental agency is preferred. Experience supervising fiscal staff is preferred. Experience in developing and monitoring budgets.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

The incumbent travels across the region and to Topeka as needed to perform job duties. Work is sedentary in nature and often requires significant periods of time at a computer.

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

To ensure the safety of employees and customers, Kansas City Region staff and vendors are expected to display their access badge (ID) when at the work site and to comply with the approved safety policies and procedures posted on the Region and DCF webpages.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date